

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0807622
POSITION NO: 241829
CLASS CODE: 3740

Date Posted: 03/25/13
Closing Date: 04/05/13

POSITION TITLE: PREVENTION SPECIALIST
DEPARTMENT NAME: Office of Youth Development/Boys & Girls Club of Dine' Nation
DEPARTMENT NO: 80 WORKSITE LOCATION: Shiprock, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A
Days: Mon - Fri some weekends Permanent: ☒
Hours: B&GC Unit Schedule Temporary: ☐ Duration: \$ 34,944.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, the incumbent will be responsible for implementing and facilitating the B&GC Club Health and Life Skills Development Program by utilizing curriculums such as SMART Moves, SMART Girls, Passport to Manhood, Street SMART, Cavity Free-Zone, Triple Play and other curriculums pertinent to program for youth ages 6-18 for After-school and Summer Programming. Will be responsible for teaching practical skills of prevention awareness regarding tobacco, alcohol/drugs, premature sexual activity, bullying, gang violence, high school drop out, teen parenting, crime violence and providing additional resources to address the myriad of problems facing youth today. Develops prevention activities and lesson plans to teach club members on a daily basis at the club, local schools and community housing areas and be responsible for recruiting and increasing youth participation into prevention programs/activities. To plan cultural awareness activities and to seek educational presenters for youth in the program. Consultation with parents regarding concerns regarding child/youth. Develops, prepares and disseminates information on youth issues for parents, schools, youth fairs, public forums, youth organizations and the community at-large. Responsible for providing outreach prevention programs and activities to communities surrounding the program service area.

The incumbent is responsible to prepare reports and tracking program statistics for funding purposes, conduct pre/post-test evaluations, assessments, maintain a database on youth participants and program activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Social Work, Counseling, Psychology, *Human Services* or closely related field; and

Experience:

two (2) years experience in substance abuse counseling experience in alcohol, tobacco and drug abuse prevention, primarily with youth; and /or equivalent combination of training and experience to provide the capabilities of performing the described duties. Additional certifications may be required.

(To receive full credit for education, certification, or licensure, transcripts copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)

Special Knowledge, Skills and Abilities:

Considerable knowledge of theories, principles and practices of counseling and prevention services. Ability to effectively communicate with youth, families, employees, supervisors and other departmental organizations. Ability to incorporate Navajo Traditional customs in implementation of program activities. Ability to manage multiples tasks and to develop positive solutions.

License/Certification Requirements:

PREFERRED: Must have a valid State Driver's License, able to obtain a Navajo Nation Vehicle Operator's Permit and CPR/First Aid Certification. Incumbent will be required to acquire a Criminal Background Check at their expense because the position requires working with youth.

Position requires a Background Check and Relevancy Assessment prior to employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99